

Annapolis Conservancy Board

Thursday, October 14, 2010, 5:30pm

Truxtun Park Recreation Center, Room #1

Meeting Minutes

Members Present:

Jay Baldwin, Chair
Gretchen Clift

Thomas Lippert, Vice Chair
Joel Dunn

Karen Jennings
Jon Chapman

Members Absent:

David Fogle

AMENDED

Staff Present:

Jon Arason

Steve Carr

Tami Hook, Recorder

HOUSEKEEPING:

September 9, 2010 Meeting Minutes

Mr. Baldwin moved to approve the September 9, 2010 meeting minutes as submitted. Ms. Clift seconded the motion. The motion passed unanimously in a vote of 4-0. (Mr. Chapman and Mr. Lippert were not present for voting.)

Review Minutes & Activities of Other City Boards

The meeting minutes of the other City Boards were provided for review and questions should be directed to staff.

November Meeting Date Change

Staff reminded members that the regularly scheduled November meeting falls on Veterans Day so has been rescheduled to November 18, 2010 at 5:30pm and the room has been rescheduled as well.

Future Speakers

Ms. Plumer has been invited to the November meeting to discuss open space. If she is unable to attend, the Director of the Scenic Land Trust will be invited. A copy of the Scenic Trust newsletter was provided for review.

Mail

There was no mail.

NEW BUSINESS:

A. Jon Arason Briefing

Mr. Arason, Director, gave an extensive overview of the Planning and Zoning Department's functions. He provided a copy of the latest Comprehensive Plan and noted that it was adopted in 2009 in total along with the Parks Plan by reference. The appendices referenced in the report are online. He noted that there are no new projects in the pipeline but there are projects now moving forward that have been in the pipeline for several years. These include the Katherine Property, Rocky Gorge, Phase III of Village Green and Old Annapolis Neck Wood Development.

A discussion about park and open space planning ensued. Mr. Arason explained that school property is used to help assist with recreational areas. Also, developers are required to put aside recreational land as part of the planned development process. Mr. Dunn asked several questions regarding long range planning for open space and whether there are resources available to determine where open space remains. Mr. Dunn was referred to Ms. Shawn Wampler (MIT) to help with the GIS questions and Ms. Burke (P&Z) for long range planning questions. Mr. Dunn said that it would be beneficial for the Planning and Zoning Department to get involve in the open space planning earlier in the process. The Board agreed to prepare a memorandum of understanding that outlines the projects that it would like to work on and to formalize the relationship it has with the City departments. The Board requested to become a reviewing agency on projects where a conservation easement is proposed.

B. Woods Road Tree Plantings

Staff explained that this property is located off Bywater Road. He read an email from DNEP staff that identified that Leyland Cypress trees have been planted in the conservation easement area of the Kingsport community. DNEP staff has requested the trees to be removed by October 29, 2010 and a native tree species be planted in their place.

OLD BUSINESS:

A. Baywoods Update

Staff went over the email sent to the Board regarding the status of the dead or leaning pine trees on Edgewood Road in the Baywoods community. The DNEP staff has approved the removal of the dead trees located within the easement due to safety concerns. Baywoods have hired a licensed tree removal company to remove the trees.

B. Brewer Avenue Easement Proposal

Staff read a letter from the Attorney of the owner of the Brewer Avenue property that outlines the steps to be taken to transfer the property to the City so that the easement holder and fee simple owner are one in the same. Staff will prepare a letter for the Board's review requesting that the City consider accepting this property.

C. Update on the New Cooperative Agreement

Staff is meeting with Ms. Howie on October 25, 2010 to go over the new cooperative agreement.

D. Easement Inspections

Assign Parcels

Staff reported that Kingsport, Village Greens, Riders Glen, Harness Creek, South Cherry Grove, Harbour View and Adams Park still need to be toured. Staff agreed to tour all these easements and report back.

Reporting Forms

The reporting form was circulated at last month meeting and is still being reviewed for implementation of next year's easement tour.

E. & F. Open Space Review and Idea Team Recommendations (Dunn and Jennings)

Mr. Dunn prepared the memo on models that the City can use for open space review and planning. He suggested Prince George's County and Pittsford, New York. He encouraged members to review the document. He would like to draft a document to use as a work plan that will engage City Departments in the planning process. Ms. Jennings reminded Mr. Dunn to include areas where the Board would like to be proactive and to outline how the Board can be involved. The **draft work plan** will be sent out for review.

G. Admiral Oaks Update

Staff reported on this agenda item and using a site plan, pointed out where the conservation easement is located. It is a small buffer around the buildings but given that it comprises steep slopes above the headwaters of Weems Creek it is of environmental benefit.

H. August Woods Illegal Dumping

Staff reported that the trash at the August Woods easement has been removed.

I. Regatta Bay II Easement Infractions

Staff has requested DNEP staff to address this issue with the County. He will update the Board.

J. New ACB Brochure

This agenda item was deferred to **an upcoming** meeting.

K. "Post Haste" Property Access Agreement Connecting Poplar & Spa Creek Trails Is Currently Being Reviewed by the 5 Property Owners

There is no status on this agenda item and staff will continue to monitor it.

M. Kingsport Update

Staff reported that this project is moving forward in that the concerns are now being addressed with the HOA.

N. Adjournment

The next meeting is scheduled for November 18, 2010 at 5:30pm at Truxtun Park Recreation Center. With no further business, Mr. Lippert moved to adjourn the meeting at 7:41pm. Mr. Chapman seconded the motion. The motion passed unanimously in a vote 6-0.

Tami Hook, Recorder